

JASON D. ADAMSON

9565 JAMESTOWN RD. • LAURA, OHIO • 45349
PHONE (937) 555-5555
JASONADAMSON@OMAIL.COM

EDUCATION

The University of Dayton Dayton, OH May, 20XX
Bachelor of Arts in History and minor in Philosophy
GPA: 3.0

QUALIFICATIONS

Served in leadership positions
Able to speak persuasively and articulately
Ability to quickly analyze a problem and develop an effective response
Ability to work effectively in a team setting
Proficient in written and spoken German
Computer skills include Microsoft Office 2003 as well as the ability to
conduct online research and web design

EXPERIENCE

Department of Government Documents at
The University of Dayton Roesch Library June 20XX – May 20XX
Librarian Assistant

- Updated files and records in addition to processing new acquisitions
- Conducted research projects
- Led the creative team in designing collection displays

Carillon Historical Park August 20XX – December 20XX
Interning Research Assistant

- Observed the administrative processes of a non-profit museum while conducting research and learning conservation techniques
- Responsible for communicating the historical significance of exhibitions while leading museum tours

Wellington Law Offices October 20XX – March 20XX
Document Currier

- Responsible for the delivery of documents to appropriate courts and offices
- Conducted a reconfiguration of the office filing system

Greenbriar Nursing Center May 20XX – August 20XX
Administrative Assistant

- Assisted in the training of new employees
- Responsible for the outdoor management division

ACTIVITIES

Student Judicial Hearing Board
University of Dayton Medieval Club
History Honors Society Phi Alpha Theta

REFERENCES

Available upon request